

MM/16/2022/

25.01.2022

To,

Dear Sir,

**Sub:- Enquiry**

You are requested to kindly furnish your quotation for the subject item in the following format:-

Code No.	Description	Unit	Qty.	U/Rate (Rs.)	Freight (Rs.)	HSN/ SAC No.	Others (Rs.)	GST (Rs.)	FOR Destination Amount (Rs.)
M16200130	Printing and supply of Books Requisition cum Issue note pads. Each pad consisting of 200 sheets, on 57gsm white paper in size 140 X 320 mm with perforation on LHS. Printing on both the sides as per the specimen attached.	Nos	05						
M16060012	Supply of Flat office files in standard size [approx. 355 mm (length) X 255 mm (width)] of superior quality SIRPUR make card board (approx. 31.5 kg weight per Gross board) The files should be supplied with good quality rustless gold clips and one additional eyelet of brass or aluminium coated metal should be provided on front side of files. Further 4" width cali-cloth should be pasted in centre of the files and 2" to 3" width cali-cloth should be pasted in vertical edges of the files. The printing in bilingual should be done on the front cover of the files as per the specimen (printing on both side of front cover) <b>Shade : GREY</b>	Nos	200						
M16060011	Supply of Flat office files in standard size [approx. 355 mm (length) X 255 mm (width)] of superior quality SIRPUR make card board (approx. 31.5kg weight per Gross board) The files should be supplied with good quality rustless gold clips and one additional eyelet of brass or aluminium coated metal should be provided on front side of files. Further 4" width cali-cloth should be pasted in centre of the files and 2" to 3" width cali-cloth should be pasted in vertical edges of the files. The printing in bilingual should be done on the front cover of the files as per the specimen. (printing on both side of front cover) <b>Shade : ORANGE.</b>	Nos	300						

Enquiry No. MM/16/0237 due on 09.02.2022

**TERMS & CONDITIONS**

- PAYMENT:** Kindly note that we are an autonomous body under the Ministry of Ports, Shipping & Waterways, and as such our payment shall be 100% payment within 30 days of receipt of material/invoice/documents by ECS/EFT/RTGS. Suppliers Invoice should indicate the suppliers and MPT's GST numbers, and the HSN number.
- DELIVERY:** The material should be supplied to our stores at Baina, within 6 weeks from the date of receipt of order.
- VALIDITY:** Your quotation should be valid for 90 days from the date of opening.
- PART QUANTITIES:** The prices should be quoted item wise separately. Offers should not contain any sort of conditional discount based on quantity or value of order. The prices quoted should be valid for part quantities also.
- LIQUIDATED DAMAGES:** Supply schedule as per order should be strictly adhered to. In the event of delay in supplies, Liquidated Damages at 0.5% of the total basic value of the undelivered quantity will be levied per week or part thereof of delay. The total Liquidated Damages shall however not exceed 10% of the total basic value of the order. The total value here means the total value of the order exclusive of taxes. **The date of receipt of material at our Stores at Baina, Vasco will be considered as date of delivery for the purpose of Liquidated Damages.**

6. **FORCE MAJEURE & EXTENSION IN DELIVERY PERIOD:** In case of failure to deliver the goods in time which shall have arisen due to war, insurrection, restraint imposed by the Government Act or Legislation or other Authority, accident, strike, riot, lock-out or unforeseen events beyond human control directly or indirectly interfering with the supplies of stores or from any cause which the purchaser may admit as reasonable ground for an extension of time, the purchaser will allow such additional time he considers reasonable provided that the contractor shall report to the purchaser the occurrence of any cause as aforesaid which will or might affect the performance of the contract within a reasonable time. Requests for extension received after expiry of the delivery schedule will not be entertained.
7. **Quality:** Kindly ensure that, the quality/GSM of paper is strictly as specified. In case of any deviation in this regard, entire supplies will be rejected outright.
8. **Proof reading:** Kindly ensure that, the proof of **Printing Matter and Colour** is duly vetted and initiated by our procurement section before final printing to avoid rejection of supplies.
9. **Logo:** All the items shall be printed with the Logo as provided with the enquiry.

**NOTE:** Bidders has to accept all the clauses at Sr. Nos. 1 to 9, failing which the offers will be summarily rejected.

Kindly furnish your typed offer in cover marked "**MM/16/0237 due on 09.02.2022**", which shall be opened on **09.02.2022 at 15.30 hrs**. The cover should reach this office latest by 15.00 hrs on the due date.

**INSTRUCTIONS TO BIDDERS:-**

- a. **Offers may be sent by e-mail with protected password.** The protected password of the e-mail shall be sent between 15.00 hrs. to 15.30 hrs. on 09.02.2022, before the tender opening time on the official e-mail [mm@mptgoa.gov.in](mailto:mm@mptgoa.gov.in). Offers by e-mail without protected password will be summarily rejected.
- b. **Bidders may also send their offers by Courier Service or by Post** and ensure that the same is received by this office within the due date i.e. **09.02.2022** and time i.e. **15.00 hrs**.
- c. Bidders may also submit their offers in sealed envelope and drop the same in the Tender Box kept at the MPT Administrative Office Building, 2<sup>nd</sup> Floor, MM Division, by 15.00 hrs. on the due date. The offers to be put in Tender Box earmarked for the subject tender, indicating the relevant subject, tender number and due date. The offers will be opened on the due date i.e. **09.02.2022 at 15.30 hrs**. The offers, if dropped in the tender box not earmarked for the same i.e a different tender box, the offer will not be considered.
- d. Offers received after the due date and time will not be considered.
- e. The bidders, if desire, may witness the bids opening at our premises on the due date **09.02.2022** at 15.30 hrs.
- f. The bidder shall submit only one bid for this tender. In case the bidder submits more than one Bid for this tender all his bids will be summarily rejected.

Thanking you,  
Yours faithfully,

**Sr. DY. MATERIALS MANAGER**

**c.c.: MPT/Website.**

## **GENERAL TERMS AND CONDITIONS**

1. Incidence of Sales Tax or Central Tax is to be clearly indicated in the quotation failing this it will be presumed that the offer is inclusive of the Taxes. Firms ST/CST registration number is to be furnished in the quotation. We are not entitled to 'C' or 'D' for tax concession. Hence full rate of tax will be applicable.
2. Brand against each item offered is to be indicated/samples are to accompany the quotation.
3. Rates in units specified must be quoted. Alternatively, conversion factor to the unit specified must to be given.
4. Tenderer should preferably quote his prices on FOR destination basis inclusive of taxes/duties etc.
5. Offer should be valid for a minimum period of 90 days.
6. The Administration reserves the right to reject any tender in whole or in part without assigning any reason.